

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF WORK

This is responsible technical work in making investigations and inspections for the purpose of enforcing fire prevention rules, regulations, ordinances, and laws. Employees of this class have the responsibility for properly inspecting structure and properties both existing and under construction. Inspections are performed in an established manner with little or no discretion to act independently. Work is performed under the immediate supervision of an employee of higher rank and a review is made during progress or upon completion through oral or written reports and conferences. This class ranks immediately below that of Assistant Director of Fire Prevention.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties to those listed.)

Inspects, in an established manner, schools, theaters, churches, halls, tents, apartment houses, residences, taverns, and other public, private, and business properties to ascertain compliance with state, parish, and municipal fire prevention regulations;

Investigates the cause, origin, and circumstances of fires as may be required;

Reinspects violator's premises, giving particular attention to established hazards and violations;

Prepares and delivers or conducts talks, lectures, speeches, conferences, and training courses involving fire prevention to other employees, business clubs, schools, and other groups of citizens or organizations;

Prepares reports, records, and other data of inspections and investigations involving fire prevention operations;

Establishes and maintains good public relations.

Responds to alarms when called or directed.

Performs various related duties as assigned or required.

Knowledge of state, parish, and local laws, rules, regulations, and ordinances relating to fire prevention practices.

Knowledge of building construction and practices and codes as they relate to fire hazards.

Knowledge of the rules relating to collection and preservation of evidence.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES:

Skill in observation.

Ability to make inspections and investigations.

Ability to detect conditions hazardous to life and property.

Ability to establish and maintain good public relations.

Ability to deal firmly by courteously with the public.

Ability to prepare or follow oral and written instructions.

Ability to plan, prepare, and deliver or conduct lectures, speeches, conferences, and training sessions.

QUALIFICATION REQUIREMENTS

Must be not less than twenty-one (21) years of age on closing date of the examination announcement.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess three (3) years experience as a Firefighter of a paid department.

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